

Paperwork Reduction Act of 1995 (44 U.S.C. et seq., 5 CFR 1320, Pub. L. 104-13)
(Information Collection and Recordkeeping Requirements)

(1) See the FWS–PDM Information Collection website for detailed information on how to comply with the Paperwork Reduction Act (PRA). The Internet address is <http://www.fws.gov/r9pdm/home/infocol.html>. The FWS policy is contained in the FWS Manual at [281 FW 4.1](#). PDM's information collection clearance officer will provide guidance on filling out the appropriate forms and supporting statement for PRA submissions.

(2) The PRA provides that the public may not be penalized, denied benefit, or required to submit information that has not complied with the provisions of the Act. Generally, that provision means that you will need to obtain OMB approval to collect new information or revise an existing information collection (e.g., including a new class of people).

(3) For any proposed collection of information contained in a proposed rule, notice and a 30-day comment period for the information collection must be provided through the notice of proposed rulemaking.

(4) At a minimum, the information collection package should be submitted to OMB through PDM and the Department's Information Collection Clearance Officer no later than when you submit the proposed rule for publication.

(5) Departmental guidance provides for approximately 150 days for Departmental and OMB approvals of information collections.

(6) When OMB has approved the information collection, use the following statement in the ROC and preamble:

"The Office of Management and Budget has approved the collections of information contained in this rule under 44 U.S.C. 3501 et seq., and assigned clearance number (cite number)."

(7) If you must publish a rule prior to obtaining OMB clearance on the extension of a previously approved or new information collection, use the following statement in the ROC and preamble:

"We have submitted the collections of information contained in this rule to the Office of Management and Budget for [approval/renewal] as required under 44 U.S.C. 3501 et seq. The Service [will/will not] continue to collect this information until OMB has granted us approval. Additionally, no person may be required to respond to a collection of information unless it displays a currently valid OMB number."

(8) If the proposed regulations contain information collection requirements, such as application,

reporting, disclosure, or recordkeeping requirements, insert the following in the preamble, combined into two or three paragraphs:

- (A) Title for information collection, including OMB number and expiration date (only in the ROC);
- (B) Summary of the collection of information;
- (C) Description of the likely respondents;
- (D) Brief description of the Department's need for the information to be collected, including the use to which the Department plans to put the information;
- (E) Proposed frequency of response;
- (F) Estimate of the total annual reporting and recordkeeping burden that will result from the collection of information;
- (G) Estimated number of likely respondents;
- (H) Total annual reporting and recordkeeping burden hours; and
- (I) If the Department has requested or plans to request OMB to conduct its review on an emergency basis, the time period within which the Department is requesting OMB to approve or disapprove the collection of information.

(9) If your regulations do not contain information collection requirements, use the following statement in the ROC and the preamble:

"This rule does not contain collections of information that require approval by the Office of Management and Budget under 44 U.S.C. 3501 et seq."

For additional information regarding this Web page, contact [Susan Wilkinson](#), in the Division of Policy and Directives Management, at Susan_Wilkinson@fws.gov

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